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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 13 January 1955

FROM : Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:

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a. [REDACTED] (continued item)

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(1) The Depot recently has had a power sweeper, that was procured for [REDACTED] in 1950, rebuilt and placed into operation at a cost of \$400. This equipment has a replacement value of \$3,500 and will provide for improved housekeeping at the Depot. The manufacturer's representative has called on the Depot to instruct personnel in its operation and proper maintenance.

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(2) A complete inspection has been made of [REDACTED] stocks at the Depot with the technical assistance of a person from [REDACTED] FE. A written report was prepared for the Chief of Logistics of the results of the inspection setting forth the condition, [REDACTED] characteristic, and recommended action to maintain these stocks in a first class ready-for-issue condition. A similar surveillance inspection has been scheduled for [REDACTED]

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(3) A meeting attended by representatives of Real Estate and Construction Division, Storage Operations Branch, Chief, [REDACTED] Logistics Office Security Staff, PBS Superintendent of the [REDACTED] and the Safety Engineer for PBS was held in Alcott Hall to discuss the problem of processing finished metals by the use of flammable liquids as a cleansing agent and the plastic seal-peal as a preservative. The use of flammable liquid having a flashpoint of approximately 105 degrees as a cleansing agent and the seal-peal as a preservative was objectionable due to the fact that the seal-peal tank is not endorsed by the insurance underwriters. In addition, the electrical portion of the tank is not vaporproof which in effect could conceivably ignite the fumes emitting from the flammable liquid if the electrical circuits are shorted. Several preventative measures were discussed. The most logical measure recommended for adoption was to secure and utilize a vapor degreaser. All present agreed that by discontinuing the flammable liquid as a cleansing agent and substituting the vapor degreaser in its place, no problem would be presented in the use of the plastic dip preservative. The installation of a vapor degreaser within the projected renovation of the Reclamation and Preservation Section will increase

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the original estimate of \$7,000 by an additional \$10,000. All equipment would be installed within the main structure and located within the Reclamation and Preservation facilities which is a distinct advantage. The only other alternative would be to erect another building adjacent to the main warehouse structure which is highly undesirable from an operating standpoint. Further, it is estimated that \$15,000 will be required for this installation in addition to the original \$7,000 estimate. This entire situation is currently under study within the division.

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b. Supply Training: (continued item)

(1) An individual recently returned from an EE station and scheduled for an overseas supply position in the FE area has commenced a two-week orientation and training in Supply Division operations with particular emphasis on field supply.

(2) The Deputy Comptroller has requested that a two-week training program in Supply Division be given to two employees who are scheduled for assignment to the Machine Records Unit at the FE [REDACTED] This request was concurred in and necessary training will commence on 17 January 1955.

(3) An application for enrollement of one individual in the Clerical Refresher Course (Typing) was forwarded during this reporting period.

(4) Three Supply Division employees attended the TSS Item Familiarization Demonstration on 5 January 1955. Four additional Supply Division employees have been scheduled to attend the next demonstration on 12 January 1955.

(5) Eleven individuals from the Supply Division have been enrolled for the National Intelligency Orientation No. 1 (formerly Agency Orientation) to be conducted 1-2 February 1955.

2. PROJECTS AND STUDIES IN PROCESS

a. Flex-O-Print Catalog: (Continued item)

(1) Negatives for panels covering Groups 74 (Office Machines), 79 (Cleaning Equipment and Supplies), 80 (Brushes, Paints, etc.), and 81 (Packaging and Packing Supplies) have been approved and returned to Reproduction for printing.

(2) Panels of Class 5935, Electrical Connectors, are being photographed by Reproduction. Negatives should be available within the next ten days.

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(3) Class 5920, Fuses and Lighting Arresters, is undergoing final assembly prior to photographing. At the moment, selection and mounting of appropriate illustrations is in process.

(4) Group 71, Furniture, is being mounted on panels and should be ready for submission by the end of this month.

b. Maintenance Parts List: (continued item)

Nine Maintenance Parts Lists being printed with proof copies expected late January or early February.

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c. [REDACTED] (continued item)

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(1) A rush shipment of material consisting of 10 cases and weighing 1600 pounds was effected on 7 January 1955. The material shipped was received at the [REDACTED] on the afternoon of Thursday, 6 January 1955.

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(2) A memorandum has been written to the Chief, Foreign Intelligence, [REDACTED] concurring in his request to consider material shipped overseas as having been operationally expended. A Headquarters Controlled Project Account has been established to handle any operationally expended material that may return to Agency control. This account will also be charged for material issued to [REDACTED] for use in the departmental area.

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d. Requirements Forecast: (continued item)

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(1) FY 55 and 56 Forecasts:



(2) FY 56 and 57 Forecasts:

(a) The WH forecast (less Commo Section) and an additional forecast from OTR covering the Project Training Division were received this week. Forecasts are still due in from the following DD/P Divisions: EE, SE, NEA (partial), and FE [REDACTED] Medical Section.

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[REDACTED]
are the only items remaining on this LA. The Support Mission has been requested to furnish shipping documents and TC numbers.

3. OTHER ITEMS OF INTEREST

a. Rush Shipments: (continued item)

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b.

[REDACTED]

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\$350,000. This amount is based on recent cost estimates received of work assigned at [REDACTED] Funds for this program will be provided from an approved budget program of the Division.

c. Office of Communications Strategic Reserve Requirements: (completed)

(1) This division has completed a pilot model pack of one complete two-position station, and received approval thereof by [REDACTED] [REDACTED] Office of Communications. Detailed packaging specifications complete with photographs have been finalized which will be used in packing the balance of two-position stations in the program when

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all equipment for the program has been received. The deadline established by the Office of Communications of 1 January 1955 was met in advance of the scheduled date.

(2) The packaging supervisor of [REDACTED] who will be assigned the packaging of [REDACTED] deliveries of equipment in the two-man position station, was brought into Washington on TDY for orientation and participation in the packaging of the pilot model.

(3) With the completion of the development of the two-position station, packaging model, no further reports will be made pending significant developments in the packaging program now in process for 5 - 10 - 13 - 15 - and 20 man position radio stations.

d. Safe Files: (continued item)

No new developments relative to the procurement of safe files. Unofficial information has been received to the effect that the modified Herring-Hall Marvin Safe did not pass the test conducted on 27 December 1954. We presently have on hand 133 legal size safe files.

e. Dry Battery Supply Program: (new and completed item)

(1) A meeting was held with representatives of the Office of Communications, TSS, and Supply Division, LO, in attendance, relative to the dry battery supply program. The following points were agreed upon by all concerned:

(a) Stock all batteries of any one type in one allocation rather than in several, as at present. Except for a few highly specialized batteries, the allocation will be 00.

(b) Establish minimum levels for all battery types used by the Agency, based on past issue experience, forecasts from field stations, and emergency requirements.

(c) Provide monthly review of battery stocks to insure that minimum level is maintained at all times.

(d) Specify for all battery procurement that items purchased must be fresh stock.

(2) In order to provide a carry-over stock until such time as minimum levels are established, requisitions to procurement have been initiated to bring our stocks up to 50% of the issues for the past 12 months.

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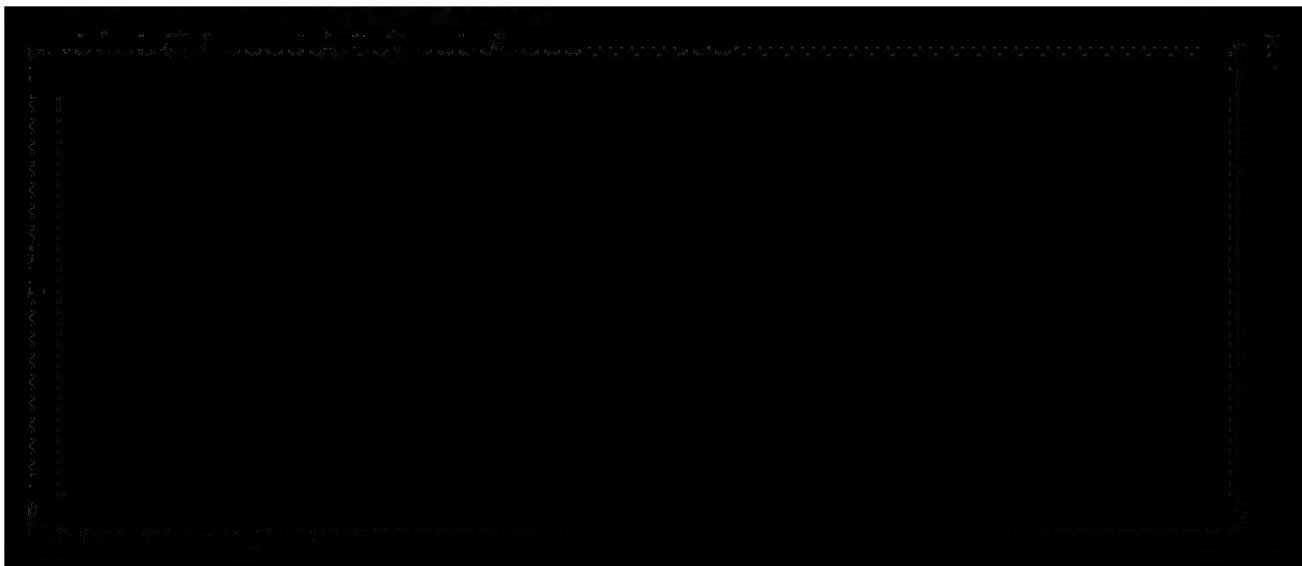
f. Overseas Vehicles: (new and completed item)

(1) Dispatches are being prepared to the field relative to action taken on outstanding delegations of authority for overseas procurement and disposal of vehicles.

(2) Reconciliation of [REDACTED] inventory is in process.
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g. [REDACTED] Visit: /(completed item)

Mr. E. R. Saunders, Comptroller, visited [REDACTED] on 30 December 1954, and personally conducted through all activities of the Depot. Mr. Saunders did not indicate any problems he saw in connection with the operation of the Depot.



4. MAJOR PROBLEMS

None

5. MAJOR OBJECTIVES

Refer to Supply Division memorandum dated 18 October 1954, for the "Quarterly Summary of Office Objectives".

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